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## CITY OF GREENVILLE

POLICY NO. HR-11

DATE July 1, 2004

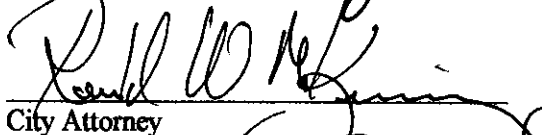
SUBJECT:     Compensated Leave Provisions

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APPROVALS:

  
\_\_\_\_\_  
City Manager

  
\_\_\_\_\_  
City Attorney

  
\_\_\_\_\_  
Human Resource Director

I. **Purpose**

The purpose of this policy is to establish circumstances for which the City of Greenville will provide compensation for authorized absences.

II. **Scope**

This policy applies to all regular and Civil Service employees of the City of Greenville and, if arranged, Special employees of the City of Greenville.

III. **Policy**

It is the policy of the City of Greenville to compensate its eligible employees in designated circumstances requiring their absence from work. In no event may a department head or supervisor grant compensated time off that is not specifically authorized by a compensated leave provision. Compensated time cannot be granted as a reward or incentive (for example, blood drive participation does not qualify for compensated time off beyond the required donation time).

IV. **Procedures**

A. **Funeral Leave**

All regular, full-time employees and Civil Service employees will be granted up to three (3) consecutive work days of paid funeral leave for any death in their immediate family. For purposes of this leave policy, immediate family members shall include: spouse, son, daughter, father, mother, brother, sister, father-in-law, mother-in-law, daughter-in-law, son-in-law, grandmother, grandfather, grandson, and granddaughter. The death of a permanent resident in the employee's home, regardless of legal relationship, will also qualify the employee for funeral leave provisions.

Funeral leave must be approved by the employee's supervisor and recorded as such on the employee's time sheet.

B. **Military Leave**

The City of Greenville will grant up to fifteen (15) work days per year for military leave for temporary military training or duty. An additional thirty (30) days may be granted in the event of activation for emergency service.

A copy of the employee's military orders must accompany the employee's leave request.

The City will continue the employee's normal City compensation for the temporary leave period. All leave and service benefits will continue to accrue during the temporary leave.

In the event an employee is called to extended active duty, the City will allow the employee to utilize accumulated general leave of not less than one (1) day per normal work week to maintain their health insurance and other benefits during the extended absence. Prior to beginning the leave, the employee must arrange for appropriate handling of benefit deductions during the active duty period or benefits will be temporarily dropped following the forty-five (45) days of paid military leave. Employees returning from extended active duty must advise the Human Resource Department within ninety (90) days of their return and the date available for employment. Those employees will be reinstated to their former positions, or to ones of similar status, provided that:

1. They are still qualified for the position.
2. They were regular, full-time employees prior to call to active duty.
3. They served less than four (4) years of active duty.
4. They left the City's employment solely because they were called to active duty.

C. Jury Duty

The City of Greenville will continue normal compensation for employees required to serve jury duty. In the event such jury duty is for an extended period of time, it is expected that the employee will attend to his/her normal duties as such jury service may permit.

D. Business-related Absences

The City of Greenville will continue normal compensation for employees absent from work for the purpose of attending City approved training courses or other approved business or professional meetings.

C. Sick Leave

Current employees who accrued sick leave prior to the adoption of the City's General Leave Policy

Revised 07/01/04; Replaces 08/01/94  
retain and may use those days as needed for bona fide illnesses until they are exhausted. Any such  
days remaining at retirement will not be compensated, but may be used as service credit for the  
State Retirement System or the Police Retirement System or the Firemen's Pension fund.